

APPENDIX G

JOB AIDS

AND OTHER

SUPPORT INFORMATION

Users of the document can insert material in this appendix related to user-specific procedures, job aids, or any other information that is relevant to their organization or location.

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APPENDIX G

JOB AIDS AND OTHER SUPPORT INFORMATION

1. SECTION POSITION DESCRIPTIONS

The position descriptions beginning on page G-2 should be provided to the ERT Administration Section when requesting additional Section personnel. These position descriptions provide only a general outline of the duties of, and knowledge, skills, and abilities (KSAs) required by assigned personnel. Familiarity with this operations manual is required for a full understanding and appreciation of positional responsibilities. Regions are highly encouraged to supplement these descriptions with additional or more specific/expansive duties and/or KSAs.

The ERT Information and Planning Section position descriptions are currently being revised as part of a comprehensive credentialing initiative. Once complete, a change will be issued to this operations manual incorporating those revised position descriptions.

2. SECTION POSITION CHECKLISTS

Checklists are an important mechanism for assuring that certain baseline Section activities will be considered or accomplished. Although a checklist is designed to guide and reinforce the accomplishment of certain key actions, it is no match for a thorough and sound understanding of your responsibilities and duties as an Information and Planning Section team member. Common sense and situational prerogative should prevail. The checklists beginning at page G-21-provide only generalized guidance. Regions (and personnel assigned to Section positions) are highly encouraged to supplement these checklists with additional or more specific/expansive actions and/or requirements.

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SECTION POSITION DESCRIPTIONS

ERT INFORMATION AND PLANNING SECTION POSITION DESCRIPTION	
SECTION MANAGEMENT	SECTION CHIEF

DUTIES	
1.	Manages the Information and Planning Section of the ERT.
2.	Facilitates and participates in senior-level planning and strategy meetings.
3.	Reports directly to the Federal Coordinating Officer.

KNOWLEDGE	
EXPERT	Information and Planning Section Operations Manual
	Remote Sensing SOP
	Stafford Act
	Federal Response Plan
	Regional Response Plan
MODERATE	Federal/State/Local partnership agreements
	Emergency information management requirements and associated collection, processing, display, and dissemination systems
	Situation assessment processes and capabilities
	Mission assignment and DFO contracting procedures
BASIC	FEMA assistance programs
	Incident Command System

SKILLS	
EXPERT	Management and supervision
	Strategic planning
	Problem solving
	Reporting
	Negotiation and conciliation
MODERATE	Communication
	Microsoft Word and PowerPoint (or FEMA standard word processing and graphics software programs)
	Meeting facilitation
BASIC	Presentation
	Writing
	Briefing

ABILITIES	
1.	Manages a diverse staff and complex operation.
2.	Quickly assesses information and makes knowledgeable decisions.
3.	Works productively under stressful, austere, and/or rapidly changing environmental conditions.
4.	Works well with representatives of other federal and State government agencies/organizations.

ERT INFORMATION AND PLANNING SECTION POSITION DESCRIPTION	
SITUATION STATUS BRANCH	<i>BRANCH CHIEF</i>

DUTIES	
1.	Manages the Situation Status Branch and supervises assigned personnel.
2.	Establishes and maintains a Situation Room.
3.	Oversees all information collection and display activities.
4.	Provides briefings (as required).
5.	Reports to the Information and Planning Section Chief.

KNOWLEDGE	
EXPERT	Information and Planning Section Operations Manual
	Federal Response Plan
	Emergency information management requirements and associated collection, processing, display, and dissemination systems
	Situation assessment processes and capabilities
MODERATE	Stafford Act
	Regional Response Plan
	Federal/State/Local partnership agreements
BASIC	FEMA assistance programs

SKILLS	
EXPERT	Supervisory
	Meeting facilitation
	Data conflict resolution
	Microsoft Word and PowerPoint (or FEMA standard word processing and graphics software programs)
MODERATE	Communication
	Problem-solving
	Negotiation
	Decision-making
BASIC	Presentation
	Briefing

ABILITIES	
1.	Manages a diverse staff in the completion of complex tasks.
2.	Assembles, coordinates, assesses, analyzes and extracts usable information from large amounts of data.
3.	Works productively under stressful, austere, and/or rapidly changing environmental conditions.
4.	Works well with other ERT representatives and non-ERT information sources.

ERT INFORMATION AND PLANNING SECTION POSITION DESCRIPTION	
SITUATION STATUS BRANCH	<i>INFORMATION COORDINATOR</i>

DUTIES	
1.	Develops, maintains, and ensures currency of the ERT Information Collection Plan.
2.	Develops, maintains, and ensures currency of operational and status displays.
3.	Develop and maintain a Jurisdictional Profile for each affected/impacted jurisdiction.
4.	Coordinates the timely and responsive acquisition of needed information.
5.	Supervises Field Observers (as required/assigned).
6.	Reports to the Situation Status Branch Chief.

KNOWLEDGE	
EXPERT	Information and Planning Section Operations Manual, Chapter III, and position checklist. Emergency information management requirements and associated collection, processing, display, and dissemination systems
MODERATE	Federal Response Plan
	Regional Response Plan
	ERT Organization and element relationships
	Federal/State/Local partnership agreements
BASIC	Stafford Act
	FEMA assistance programs
	Incident Command System

SKILLS	
EXPERT	Information collection techniques and sources
MODERATE	Communication
	Problem-solving
	Negotiation
	Microsoft Word and PowerPoint (or FEMA standard word processing and graphics software programs)
BASIC	Organizing
	Briefing

ABILITIES	
1.	Transcribes information into easily understandable visual displays.
2.	Identifies and coordinates information requirements with potential information sources.
3.	Works productively under stressful, austere, and/or rapidly changing environmental conditions.
4.	Works well with other ERT representatives or non-ERT information sources.

ERT INFORMATION AND PLANNING SECTION POSITION DESCRIPTION

SITUATION STATUS BRANCH

INFORMATION ANALYST

DUTIES

- | | |
|----|--|
| 1. | Develops, updates, and produces a timely Daily Intelligence Summary. |
| 2. | Analyzes all incoming information for key or critical information. |
| 3. | Reports to the Situation Status Branch Chief. |

KNOWLEDGE

EXPERT	Information and Planning Section Operations Manual, Chapter III, and position checklist.
MODERATE	Federal Response Plan
	Regional Response Plan
	Federal/State/Local partnership agreements.
	Emergency information management requirements and associated collection, processing, display, and dissemination systems
BASIC	Stafford Act
	FEMA assistance programs

SKILLS

EXPERT	Information analysis
MODERATE	Communication
	Problem-solving
	Microsoft Word (or FEMA standard word processing software program)
BASIC	Organizing
	Briefing
	Microsoft PowerPoint (or FEMA standard graphics software program)

ABILITIES

- | | |
|----|--|
| 1. | Analyzes and extracts usable information from raw and processed information. |
| 2. | Transcribes information into easily understandable DISUMs. |
| 3. | Works productively under stressful, austere, and/or rapidly changing environmental conditions. |
| 4. | Works well with other ERT representatives or non-ERT information sources. |

ERT INFORMATION AND PLANNING SECTION POSITION DESCRIPTION

SITUATION STATUS BRANCH

FIELD OBSERVER

DUTIES

- | | |
|----|---|
| 1. | Collects and reports information from designated locations in the disaster area. |
| 2. | Reports to the Information Coordinator (but Situation Status Branch Chief is Supervisor). |

KNOWLEDGE

MODERATE	Federal Response Plan
	Information and Planning Section Operations Manual, Chapter III, and position checklist
	Federal/State/Local partnership agreements
	Emergency information management requirements and associated collection, processing, display, and dissemination systems
BASIC	Stafford Act
	Regional Response Plan

SKILLS

MODERATE	Communication
	Reporting and report writing
	Data conflict resolution
	Organizing
	Information analysis
BASIC	Map reading

ABILITIES

- | | |
|----|--|
| 1. | Assesses on-site activities and reports information critical to planning and operations. |
| 2. | Operates effectively with little or no direct supervision. |
| 3. | Works productively under stressful, austere, and/or rapidly changing environmental conditions. |
| 4. | Works well with other ERT representatives or non-ERT information sources. |

ERT INFORMATION AND PLANNING SECTION POSITION DESCRIPTION	
PLANNING SUPPORT BRANCH	<i>BRANCH CHIEF</i>

DUTIES	
1.	Manages the Planning Support Branch and supervises assigned personnel.
2.	Ensures Action, Contingency, and ERT Management planning processes are proactively and responsively implemented and sustained.
3.	Provides briefings (as required).
4.	Reports to the Information and Planning Section Chief.

KNOWLEDGE	
EXPERT	Information and Planning Section Operations Manual
	Federal Response Plan
	Planning methods and strategies
MODERATE	Stafford Act
	Regional Response Plan
	Federal/State/Local partnership agreements.
BASIC	FEMA assistance programs
	Incident Command System

SKILLS	
EXPERT	Planning
	Meeting facilitation
	Data conflict resolution
	Supervisory
MODERATE	Communication
	Statistical analysis
	Problem-solving
	Negotiation
	Microsoft Word and PowerPoint (or FEMA standard word processing and graphics software programs)
BASIC	Presentation
	Briefing

ABILITIES	
1.	Manages a diverse staff in the completion of complex tasks.
2.	Analyzes information and applies to future planning.
3.	Works productively under stressful, austere, and/or rapidly changing environmental conditions.
4.	Works well with other ERT and/or non-ERT representatives.

ERT INFORMATION AND PLANNING SECTION POSITION DESCRIPTION	
PLANNING SUPPORT BRANCH	<i>PLANNING COORDINATOR</i>

DUTIES	
1.	Schedules and facilitates Action, Contingency, ERT Management, and Special Function planning meetings.
2.	Coordinates planning activities and resolution of issues.
3.	Prepares, distributes, and collects individualized Action Planning Worksheets.
4.	Maintains and updates the "FCO Priorities and ERT Operational Objectives" display.
5.	Helps the Information Coordinator maintain and update the "Meeting Schedule and Calendar".
6.	Reports to the Planning Support Branch Chief.

KNOWLEDGE	
EXPERT	Information and Planning Section Operations Manual, Chapter IV, and position checklist. ERT Organization and element relationships
MODERATE	Federal Response Plan
	Regional Response Plan
	Information and Planning Section Operations Manual
	Federal/State/Local partnership agreements
BASIC	Stafford Act
	Incident Command System

SKILLS	
EXPERT	Information collection Planning
MODERATE	Communication
	Problem-solving
	Negotiation
	Microsoft Word and PowerPoint (or FEMA standard word processing and graphics software programs)
BASIC	Organizing
	Briefing

ABILITIES	
1.	Coordinates short-notice meetings, activities, and information requirements.
2.	Transcribes information into easily understandable visual displays.
3.	Works productively under stressful, austere, and/or rapidly changing environmental conditions.
4.	Works well with other ERT representatives and/or non-ERT information sources.

ERT INFORMATION AND PLANNING SECTION POSITION DESCRIPTION

PLANNING SUPPORT BRANCH

PLANNING SPECIALIST

DUTIES

1.	Analyzes Task Planning information and prepares OPeriod Action Plan.
2.	Analyzes ERT element inputs and prepares (or helps prepare) Contingency and ERT Management Plans.
3.	Prepares and maintains timelines to monitor trends and measure milestones.
4.	Reports to the Planning Support Branch Chief.

KNOWLEDGE

EXPERT	Information and Planning Section Operations Manual, Chapter IV, and position checklist.
	Federal Response Plan
	ERT organization and element relationships
MODERATE	Stafford Act
	Regional Response Plan
	Information and Planning Section Operations Manual
BASIC	Federal/State/Local partnership agreements
	Incident Command System

SKILLS

EXPERT	Planning
	Statistical analysis
MODERATE	Communication
	Problem-solving
	Negotiation
	Microsoft Word and Excel (or FEMA standard word processing and spreadsheet software programs)
BASIC	Organizing
	Briefing
	Microsoft Access (or FEMA standard database software program)

ABILITIES

1.	Analyzes, evaluates, extracts and converts data from ERT Action Planning Worksheets into OPeriod Action Plans.
2.	Prepares thorough planning documents on short notice.
3.	Recognizes issues that could prove critical to operational capabilities.
4.	Works productively under stressful, austere, and/or rapidly changing environmental conditions.

ERT INFORMATION AND PLANNING SECTION POSITION DESCRIPTION

DOCUMENTATION BRANCH

BRANCH CHIEF

DUTIES

1.	Manages the Documentation Branch and supervises assigned personnel.
2.	Ensures the timely preparation of recurring and ad hoc reports, briefings, and other documents
3.	Establishes and maintains a responsive records management program.
4.	Reports to the Information and Planning Section Chief.

KNOWLEDGE

EXPERT	Information and Planning Section Operations Manual
	All-Hazards Notification Operations Manual
	Federal Response Plan
	Stafford Act
MODERATE	Stafford Act
	Regional Response Plan
	Federal/State/Local partnership agreements
BASIC	FEMA assistance programs
	Incident Command System

SKILLS

EXPERT	Writing
	Editing
	Communication
	Supervisory
MODERATE	Records management
	Microsoft Word (or FEMA standard word processing software program)
	Problem-solving
	Negotiation
BASIC	Presentation
	Briefing

ABILITIES

1.	Manages a diverse staff in the completion of complex tasks.
2.	Organizes processed information into established and ad hoc ERT products
3.	Works productively under stressful, austere, and/or rapidly changing environmental conditions
4.	Works well with other ERT and/or non-ERT representatives.

ERT INFORMATION AND PLANNING SECTION POSITION DESCRIPTION

DOCUMENTATION BRANCH

REPORTS SPECIALIST

DUTIES

1.	Reviews incoming information and prepares an OPeriodic SITREP.
2.	Prepares and submits the Initial Operating Report.
3.	Prepares and regularly updates an ERT Fact Sheet.
4.	Prepares and submits SITREP Updates, as required.
5.	Assists other ERT elements with reporting requirements/needs (if detailed).
6.	Reports to the Documentation Branch Chief.

KNOWLEDGE

EXPERT	Information and Planning Section Operations Manual, Chapter V, and position checklist
	All-Hazards Notification Operations Manual
	ERT Organization and element relationships
MODERATE	Federal Response Plan
	Stafford Act
	Regional Response Plan
	Federal/State/Local partnership agreements
BASIC	FEMA assistance programs

SKILLS

EXPERT	Writing
	Editing
	Communication
	Microsoft Word (or FEMA standard word processing software program)
MODERATE	Problem-solving
	Data conflict resolution
	Organizing
	Note-taking
	Negotiation
BASIC	Records management
	Microsoft Excel and PowerPoint (or FEMA standard spreadsheet and graphics software programs)

ABILITIES

1.	Quickly organizes processed information into accurate, well-written ERT products.
2.	Works productively under stressful, austere, and/or rapidly changing environmental conditions.

ERT INFORMATION AND PLANNING SECTION POSITION DESCRIPTION	
DOCUMENTATION BRANCH	<i>BRIEFING SUPPORT SPECIALIST</i>

DUTIES	
1.	Reviews incoming information and prepares Situation Briefings.
2.	Prepares Executive and Special Briefings, as required.
3.	Assists the Planning Support Branch in the preparation of the Objective Status Briefing.
4.	Prepares and updates a master briefing book.
5.	Prepares briefing Talking Points, as required/requested.
6.	Reports to the Documentation Branch Chief.

KNOWLEDGE	
EXPERT	Information and Planning Section Operations Manual, Tab 3, and position checklist ERT Organization and element relationships
MODERATE	Federal Response Plan
	Stafford Act
	Regional Response Plan
	Federal/State/Local partnership agreements
BASIC	FEMA assistance programs

SKILLS	
EXPERT	Writing
	Communication
	Microsoft PowerPoint (or FEMA standard graphics software program)
	Microsoft Word (or FEMA standard word processing software program)
MODERATE	Problem-solving
	Data conflict resolution
	Organizing
	Note-taking
	Negotiation
BASIC	Editing
	Microsoft Excel (or FEMA standard spreadsheet software program)

ABILITIES	
1.	Quickly organizes processed information into accurate, concise ERT products.
2.	Works productively under stressful, austere, and/or rapidly changing environmental conditions.
3.	Works easily and effectively with senior-level personnel.

ERT INFORMATION AND PLANNING SECTION POSITION DESCRIPTION

DOCUMENTATION BRANCH

DOCUMENTATION SPECIALIST

DUTIES

1.	Develops, updates and maintains the Response Chronology.
2.	Compiles inputs for and prepares the After-Action Report.
3.	Assists the Briefing Support Specialist to develop and maintain ERT Briefing Books.
4.	Co-manages (with the Clerical Specialist) the Section records management program.
5.	Takes comprehensive notes at operational and planning meetings and briefings.
6.	Reports to the Documentation Branch Chief.

KNOWLEDGE

EXPERT	Information and Planning Section Operations Manual, Chapter V, and position checklist FEMA Manual 5400.2 - Records Management, Files Maintenance and Disposition
MODERATE	Federal Response Plan Information and Planning Section Operations Manual
BASIC	Stafford Act Regional Response Plan

SKILLS

EXPERT	Records management Note-Taking Microsoft Excel (or FEMA standard spreadsheet software program)
MODERATE	Problem-solving Organizing Microsoft Word (or FEMA standard word processing software program) Editing
BASIC	Communication Writing

ABILITIES

1.	Organizes processed information into accurate, comprehensive ERT products.
2.	Takes comprehensive and thorough notes.
3.	Manages an effective, dynamic and flexible records management program.
4.	Works productively under stressful, austere, and/or rapidly changing environmental conditions.

ERT INFORMATION AND PLANNING SECTION POSITION DESCRIPTION

DOCUMENTATION BRANCH

CLERICAL SPECIALIST

DUTIES

1.	Co-manages (with the Documentation Specialist) the Section records management program.
2.	Assembles, duplicates, collates, and distributes products and information.
3.	Establishes a Section and ERT distribution plan.
4.	Establishes a schedule for providing routine logistical support.
5.	Provides administrative expertise to Section personnel.
6.	Reports to the Documentation Specialist (but Documentation Branch Chief is supervisor).

KNOWLEDGE

EXPERT	Information and Planning Section Operations Manual, Chapter V, and position checklist
	FEMA Manual 5400.2 - Records Management, Files Maintenance and Disposition
MODERATE	Federal Response Plan
	Information and Planning Section Operations Manual
BASIC	Stafford Act
	Regional Response Plan

SKILLS

EXPERT	Records management
	Microsoft Excel (or FEMA standard spreadsheet software program)
MODERATE	Organizing
	Note-Taking
	Microsoft Word (or FEMA standard word processing software program)
BASIC	Communication
	Problem-solving

ABILITIES

1.	Manages an effective, dynamic and flexible records management program.
2.	Works productively under stressful, austere, and/or rapidly changing environmental conditions.

ERT INFORMATION AND PLANNING SECTION POSITION DESCRIPTION

TECHNICAL SERVICES BRANCH

BRANCH CHIEF

DUTIES

1.	Manages the Technical Services Branch and supervises assigned personnel.
2.	Ensures the timely preparation of recurring and ad hoc GIS products.
3.	Ensures the timely coordination and exploitation of remote sensing data.
4.	Ensures the responsive acquisition of non-standard technical subject-area expertise.
5.	Reports to the Information and Planning Section Chief.

KNOWLEDGE

EXPERT	Information and Planning Section Operations Manual
	Remote Sensing SOP
	Federal Coordinating Officer Procedures for Obtaining GIS Support at the DFO
MODERATE	Stafford Act
	Federal Response Plan
	GIS Production Catalog
BASIC	Mission assignment and DFO contracting procedures

SKILLS

EXPERT	Management and supervision
	Problem solving
	Negotiation and conciliation
MODERATE	Communication
	Microsoft Word and PowerPoint (or FEMA standard word processing and graphics software programs)
BASIC	MapInfo (or FEMA standard mapping software program)

ABILITIES

1.	Manages a diverse staff in the completion of complex tasks.
2.	Integrates the efforts of technically disparate elements to produce high-value ERT products.
3.	Works productively under stressful, austere, and/or rapidly changing environmental conditions.
4.	Works well with other ERT and/or non-ERT representatives.

ERT INFORMATION AND PLANNING SECTION POSITION DESCRIPTION

TECHNICAL SERVICES BRANCH

GIS COORDINATOR

DUTIES

1.	Coordinates ERT GIS requirements and supervises assigned GIS Specialists
2.	Prepares -- or ensures the timely preparation of -- recurring and ad hoc GIS products
3.	Coordinates logistical support requirements for deployed or purchased GIS Suites
4.	Proactively seeks and identifies opportunities for GIS support
5.	Reports to the Technical Services Branch Chief

KNOWLEDGE

EXPERT	Information and Planning Section Operations Manual, Chapter VI
	Federal Coordinating Officer Procedures for Obtaining GIS Support at the DFO
	GIS Production Catalog
	Information sources (Federal, State, Local, commercial, Internet)
MODERATE	Federal Response Plan
	Information and Planning Section Operations Manual
	Remote Sensing SOP
BASIC	Stafford Act

SKILLS

EXPERT	Supervision
	Problem solving
	Communication
MODERATE	MapInfo (or FEMA standard mapping software program)
	Statistical analysis
	Microsoft Word (or FEMA standard word processing software program)
BASIC	Microsoft Excel (or FEMA standard spreadsheet software program)
	Other popular/common mapping software programs

ABILITIES

1.	Supervises GIS specialists in the completion of complex tasks.
2.	Determines and establishes GIS production priorities.
3.	Locates and secures needed database information to support production goal.
4.	Operates specialized GIS production equipment.
5.	Works productively under stressful, austere, and/or rapidly changing environmental conditions.
6.	Works well with other ERT and/or non-ERT representatives.

ERT INFORMATION AND PLANNING SECTION POSITION DESCRIPTION

TECHNICAL SERVICES BRANCH

GIS SPECIALIST

DUTIES

- | | |
|----|--|
| 1. | Prepares recurring and ad hoc GIS products |
| 2. | Reports to the GIS Coordinator |

KNOWLEDGE

EXPERT	Geographic Information Systems
	GIS Production Catalog
	Information sources (Federal, State, Local, commercial, Internet)
MODERATE	Information and Planning Section Operations Manual, Chapter VI
	Federal Coordinating Officer Procedures for Obtaining GIS Support at the DFO
BASIC	Stafford Act
	Federal Response Plan
	Information and Planning Operations Manual

SKILLS

EXPERT	MapInfo (or FEMA standard mapping software program)
MODERATE	Other popular/common mapping software programs
	Statistical analysis
	Problem-solving
	Communication
BASIC	Microsoft Word (or FEMA standard word processing software program)

ABILITIES

- | | |
|----|--|
| 1. | Converts customer requests into GIS products quickly and effectively. |
| 2. | Anticipates requirements and needs and assembles or prepares supporting referential data. |
| 3. | Locates and secures needed database information to support production goals. |
| 4. | Operates specialized GIS production equipment. |
| 5. | Works productively under stressful, austere, and/or rapidly changing environmental conditions. |
| 6. | Works well with other ERT and/or non-ERT representatives. |

ERT INFORMATION AND PLANNING SECTION POSITION DESCRIPTION

TECHNICAL SERVICES BRANCH

REMOTE SENSING COORDINATOR

DUTIES

1.	Coordinates ERT remote sensing requirements, resources, and support
2.	Coordinates remote sensing activities occurring in the disaster area
3.	Supervises deployed imagery exploitation experts
4.	Proactively seeks and identifies opportunities for remote sensing support
5.	Reports to the Technical Services Branch Chief

KNOWLEDGE

EXPERT	Remote Sensing SOP
	Information and Planning Section Operations Manual, Chapter VI
MODERATE	Federal Response Plan
	Information and Planning Section Operations Manual
	GIS Production Catalog
	Mission assignment and DFO contracting procedures
BASIC	Stafford Act
	ERT Organization and element relationships
	Federal/State/Local partnership agreements

SKILLS

EXPERT	Problem solving
	Communication
	Organizing
MODERATE	Microsoft Word (or FEMA standard word processing software program)
	Microsoft PowerPoint (or FEMA standard graphics software program)
	Supervision
	Briefing
BASIC	Map reading
	Incident Command System

ABILITIES

1.	Identifies and coordinates best methods of remote sensing support.
2.	Supervises field remote sensing operations and activities.
3.	Works productively under stressful, austere, and/or rapidly changing environmental conditions.
4.	Works well with other ERT and/or non-ERT representatives.

ERT INFORMATION AND PLANNING SECTION POSITION DESCRIPTION

TECHNICAL SERVICES BRANCH

TECHNICAL SPECIALIST

DUTIES

1.	Provides required subject matter expertise/support in area of technical proficiency.
2.	Reports to the Technical Services Branch Chief. Exception: remote sensing support personnel (e.g., imagery exploitation teams or aerial imagery providers) will report to the Remote Sensing Coordinator, if the position is staffed.

KNOWLEDGE

EXPERT	Subject Matter Area of Expertise
MODERATE	Federal Response Plan
BASIC	Stafford Act
	ERT organization and element relationships
	Information and Planning Section Operations Manual

SKILLS

EXPERT	Established by the requesting ERT
MODERATE	Established by the requesting ERT
BASIC	Established by the requesting ERT

ABILITIES

1.	Works productively under stressful, austere and/or rapidly changing environmental conditions.
2.	Works well with other ERT and/or non-ERT representatives.
3.	Other abilities to be established by the requesting ERT.

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SECTION POSITION CHECKLISTS

ERT INFORMATION AND PLANNING SECTION CHECKLIST	
SECTION MANAGEMENT	SECTION CHIEF

PREDEPLOYMENT ACTIONS	
1. ____	Contact ROC or other deploying authority and:
1A. ____	Determine if you need to bring or arrange for delivery of any specialized equipment, supplies, or literature.
1B. ____	Determine if you require any special immunizations.
1C. ____	Determine if you need to bring any special clothing or personal supplies (bug spray, etc.).
1D. ____	Determine who is the FCO, and his/her pager number.
1E. ____	Determine who is being deployed to what Section positions, and the pager or telephone numbers of deploying Branch Chiefs.
1F. ____	Determine if an ERT-A has been deployed. If so, obtain contact information for Information and Planning representative.
1G. ____	Obtain copies of all Incident Reports and Situation Reports.
1H. ____	Obtain numbers for State EOC and FEMA State Liaison.
1I. ____	Request a full status briefing on situation.
2. ____	Contact responsible FCO and determine plans. Find out when the first staff meeting will be held, and where.
3. ____	Contact supporting branch chiefs (if known). Jointly determine preliminary information collection or support requirements, as well as identify what can be accomplished prior to deployment.
3A. ____	Brief on information gathered in preceding checklist steps.
3B. ____	Jointly develop preliminary information collection priorities.
3C. ____	Jointly determine what actions can be taken or initiated prior to deployment.
3D. ____	Determine if a GIS Suite should be requested.
3E. ____	Establish a preliminary schedule of responsibilities and deadlines.

ERT ACTIONS	
1. ____	Upon arrival, immediately meet with the FCO and:
1A. ____	Determine the FCO priorities.
1B. ____	Determine any initial high-priority information collection requirements.
1C. ____	Determine or establish an OPeriod (in conjunction with Operations Section Chief).
1D. ____	Determine how often and when the FCO will hold staff meetings.
1E. ____	Brief on the OPeriod Action Planning process and obtain FCO approval to schedule a daily mandatory Action Planning Meeting at a designated time.

ERT INFORMATION AND PLANNING SECTION CHECKLIST	
SECTION MANAGEMENT	SECTION CHIEF

ERT ACTIONS - <i>continued</i>	
1F. ____	Brief the FCO on how the Section will manage and control the ERT information flow to support decision-making by the FCO and other ERT staff.
1G. ____	Request FCO approval to order a GIS Suite (if required) from the Disaster Information Systems Clearinghouse.
1H. ____	Determine what displays the FCO would like in his/her office.
2. ____	Meet with and assign responsibilities, duties, and schedules to Branch personnel.
3. ____	Notify Logistics of:
3A. ____	Section spatial requirements in the DFO.
3B. ____	Section equipment and supply requirements in the DFO.
3C. ____	SITROOM spatial and equipment requirements.
4. ____	Determine personnel staffing requirements (above initial deployment contingent) and submit requirements to Administration Section.
5. ____	Coordinate deployment of Section Kit(s), as needed.
6. ____	Coordinate deployment of a GIS Suite, as needed.
7. ____	Review and monitor the checklists of each Branch chief position to ensure designated personnel are performing or accomplishing their assigned actions.
8. ____	Ensure all branches receive necessary support from ERT elements.
9. ____	Meet frequently with Operations Section Chief and FCO to assess the quality of provided support, identify new support opportunities, and resolve any mutual support issues.
10. ____	Coordinate transfer of reporting responsibilities from the ROC to the DFO.
11. ____	Attend and actively participate in all FCO Staff Meetings and planning meetings.
12. ____	Prepare (in conjunction with Planning Support Branch) Action Planning Worksheet(s) for Operational Objectives supported by the Section.
13. ____	Provide summary of Section activities for inclusion in the SITREP.
14. ____	Ensure all Branch responsibilities are accomplished in a timely, professional manner.
15. ____	Monitor Section personnel for signs of stress or fatigue.
16. ____	Meet with Branch chiefs at least once each OPeriod to assess the quality of provided support and resolve any problems.
17. ____	Ensure the FCO is kept informed about the status of Section activities.

DEMOBILIZATION ACTIONS	
1. ____	Reduce staffing as appropriate to the level of activity/responsibility.
2. ____	Provide/transfer all original (including electronic) files to the Documentation Branch.

ERT INFORMATION AND PLANNING SECTION CHECKLIST

SECTION MANAGEMENT

SECTION CHIEF

DEMOBILIZATION ACTIONS - *continued*

3. ____	Ensure that all equipment issued to the Section is returned to Logistics or other source.
4. ____	Ensure a final SITREP is prepared and submitted.
5. ____	Ensure an After-Action Report is prepared and submitted.
6. ____	Prepare a report to the FCO outlining Section activities and providing recommendations for improving future Section or ERT operations.

ERT INFORMATION AND PLANNING SECTION CHECKLIST	
SITUATION STATUS BRANCH	BRANCH CHIEF

PREDEPLOYMENT ACTIONS	
1. ____	Contact Section Chief and determine if you need to take any special actions, such as:
1A. ____	Do you need to bring or arrange for delivery of any specialized equipment, supplies, or literature?
1B. ____	Do you require any special immunizations?
1C. ____	Do you need to bring any special clothing or personal supplies (bug spray, etc.)?
2. ____	Contact responsible ROC/Region and request a status briefing on situation.
3. ____	Contact supporting Branch personnel (if known). Jointly determine if there are any information collection or support requirements that can be accomplished prior to deployment.

ERT ACTIONS	
1. ____	Upon arrival, contact the Section Chief to receive initial briefing. Determine:
1A. ____	What are your responsibilities?
1B. ____	What are the FCO priorities?
1C. ____	What recurring deadlines, meetings, or briefings have been established?
1D. ____	How many personnel will be assigned to your Branch, and who are they?
1E. ____	What is your schedule?
2. ____	Meet with and assign responsibilities, duties, and schedules to Branch personnel.
3. ____	Establish and maintain a Situation Room (SITROOM):
3A. ____	Ensure that room (size and location) and configuration (furnishings and organization) requirements are promptly provided to the Logistics Section.
3B. ____	Determine display requirements; advise Information Coordinator. Ensure displays are updated at least once each OPeriod.
3C. ____	Develop and enforce display management guidelines for SITROOM.
3D. ____	Develop and enforce SITROOM usage procedures.
3E. ____	Ensure SITROOM is maintained in a neat, orderly, and professional manner.
4. ____	Determine display requirements for other areas (FCO office, Operations Section, etc.); advise Information Coordinator. Ensure displays are updated at least once each OPeriod.
5. ____	Ensure an Information Collection Plan (reflecting situationally tailored Essential Elements of Information) is developed and updated at least once each OPeriod.
6. ____	Determine if dedicated Field Observers will be required (or if field observation requirements can be fulfilled by other field personnel, such as Community Relations teams).
7. ____	Develop a highly responsive information processing system to ensure that received and analyzed information is responsively disseminated to internal and external recipients.

ERT INFORMATION AND PLANNING SECTION CHECKLIST	
SITUATION STATUS BRANCH	BRANCH CHIEF

ERT ACTIONS - <i>continued</i>	
8. ____	Ensure an updated Daily Intelligence Summary is prepared at the beginning of each OPeriod and delivered to the FCO at or prior to the FCO Staff Meeting.
9. ____	Ensure, for each affected jurisdiction, that a Jurisdictional Profile is developed and kept current.
10. ____	Promptly identify and establish information exchange procedures with critical sources of information.
11. ____	Review and monitor the checklists of each Branch position to ensure designated personnel are performing or accomplishing their assigned actions.
12. ____	Monitor Branch members for signs of stress or fatigue.
13. ____	Meet with other branch chiefs at least once each OPeriod to review mutual support requirements and assess the quality of provided support.
14. ____	Ensure the Section Chief is kept informed about the status of Branch activities.

DEMOBILIZATION ACTIONS	
1. ____	Provide/transfer all original (including electronic) files to the Documentation Branch.
2. ____	Ensure that all equipment issued to the Branch is returned to Logistics or other source.
3. ____	Prepare a report to the Section Chief outlining Branch activities and providing recommendations for improving future Branch or Section operations.

ERT INFORMATION AND PLANNING SECTION CHECKLIST	
SITUATION STATUS BRANCH	INFORMATION COORDINATOR

PREDEPLOYMENT ACTIONS	
1. ____	Contact Branch Chief and determine if you need to take any special actions, such as:
1A. ____	Do you need to bring or arrange for delivery of any specialized equipment, supplies, or literature?
1B. ____	Do you require any special immunizations?
1C. ____	Do you need to bring any special clothing or personal supplies (bug spray, etc.)?
1D. ____	Do you need to contact the responsible ROC/Region or State EOC (State Liaison) for a status briefing on situation? (Branch Chief may have already done so.)

ERT ACTIONS	
1. ____	Upon arrival, contact the Branch Chief to receive initial briefing. Determine:
1A. ____	What are your responsibilities?
1B. ____	Have preliminary Essential Elements of Information (EEI) been established?
1C. ____	What daily, OPeriod, or recurring deadlines have been established?
1D. ____	How many other Information Coordinators will be assigned to the Branch?
2. ____	Advise the Branch Chief of any requirements (e.g., field observers).
3. ____	Develop and maintain an up-to-date Information Collection Plan.
3A. ____	Determine information collection targets and primary/secondary recipients.
3B. ____	Determine critical information sources and identify POCs (names, numbers, etc.).
3C. ____	Revalidate and revise collection priorities on a daily basis.
4. ____	Ensure all incoming information is annotated with receipt time and source.
5. ____	Ensure received information is expeditiously delivered to the Information Analyst.
6. ____	Ensure that any information that may affect <i>current</i> operations is <i>immediately</i> disseminated internally and to the Operations and Logistics Sections.
7. ____	Determine display requirements (locations, update deadlines, POCs).
8. ____	Establish reporting protocols (needs, times, methods) with supporting field observers.

DEMOBILIZATION ACTIONS	
1. ____	Provide/transfer all original (including electronic) files to the Documentation Branch.
2. ____	Prepare a report to the Branch Chief outlining your activities and providing recommendations for improving Branch or Section operations.
3. ____	Provide a final status briefing to Branch Chief.

ERT INFORMATION AND PLANNING SECTION CHECKLIST	
SITUATION STATUS BRANCH	INFORMATION ANALYST

PREDEPLOYMENT ACTIONS	
1. ____	Contact Branch Chief and determine if you need to take any special actions, such as:
1A. ____	Do you need to bring or arrange for delivery of any specialized equipment, supplies, or literature?
1B. ____	Do you require any special immunizations?
1C. ____	Do you need to bring any special clothing or personal supplies (bug spray, etc.)?
1D. ____	Do you need to contact anyone else for a status briefing prior to departure?

ERT ACTIONS	
1. ____	Upon arrival, contact the Branch Chief to receive initial briefing. Determine:
1A. ____	What are your responsibilities?
1B. ____	What information is currently available from Regional and State/Local sources?
1C. ____	What daily, OPeriod, or other recurring deadlines have been established?
1D. ____	How many other Information Analysts will be assigned to the Branch?
2. ____	Advise the Branch Chief of any known support requirements.
3. ____	Meet with Information Coordinator frequently to refine information collection strategy and establish analytical priorities.
4. ____	Validate and analyze all new information to determine impact on operations or planning.
5. ____	Ensure discrepant information is immediately referred to an Information Coordinator for research and resolution.
6. ____	Ensure that any information that may affect <i>current</i> operations is <i>immediately</i> disseminated internally and to the Operations and Logistics Sections.
7. ____	Keep the Information Coordinator and Branch Chief informed of problems or issues.

DEMOBILIZATION ACTIONS	
1. ____	Provide/transfer all original (including electronic) files to the Documentation Branch.
2. ____	Prepare a report to the Branch Chief outlining your activities and providing recommendations for improving Branch or Section operations.
3. ____	Provide a final status briefing to Branch Chief.

ERT INFORMATION AND PLANNING SECTION CHECKLIST	
SITUATION STATUS BRANCH	FIELD OBSERVER

PREDEPLOYMENT ACTIONS	
1. ____	Contact Branch Chief and determine if you need to take any special actions, such as:
1A. ____	Do you need to bring or arrange for delivery of any specialized equipment, supplies, or literature?
1B. ____	Do you require any special immunizations?
1C. ____	Do you need to bring any special clothing (cold weather gear, water-resistant clothing or footwear, etc.) or personal supplies (bug spray, etc.)?
1D. ____	Do you need to bring an unusually large amount of cash or traveler's checks?
1E. ____	Do you need to contact anyone else for a status briefing prior to departure?

ERT ACTIONS	
1. ____	Upon arrival, contact the Branch Chief to receive initial briefing. Determine:
1A. ____	What are your responsibilities?
1B. ____	What location(s) will you be operating from, and what hours will you be working?
1C. ____	How often are you required to report, and via what method (oral or written)?
1D. ____	What issues (political, operational, or environmental) should you be concerned about or aware of?
1E. ____	What transportation and communications capabilities will you have?
1F. ____	To whom do you report (if other than Information Coordinator)?
1G. ____	Who is your point-of-contact in the field?
2. ____	Advise the Branch Chief of any known support requirements.
3. ____	Contact the Information Coordinator at the beginning of each observation shift to determine information priorities and reporting needs.
4. ____	Ensure that any information that may affect <i>current</i> operations is <i>immediately</i> brought to the attention of an Information Coordinator.
5. ____	Keep the Information Coordinator and Branch Chief informed of problems or issues.

DEMOBILIZATION ACTIONS	
1. ____	Provide/transfer all original (including electronic) files to the Documentation Branch.
2. ____	Prepare a report to the Branch Chief outlining your activities and providing recommendations for improving field observation operations.
3. ____	Provide a final status briefing to Branch Chief.

ERT INFORMATION AND PLANNING SECTION CHECKLIST	
PLANNING SUPPORT BRANCH	<i>BRANCH CHIEF</i>

PREDEPLOYMENT ACTIONS	
1. ____	Contact Section Chief and determine if you need to take any special actions, such as:
1A. ____	Do you need to bring or arrange for delivery of any specialized equipment, supplies, or literature?
1B. ____	Do you require any special immunizations?
1C. ____	Do you need to bring any special clothing or personal supplies (bug spray, etc.)?
2. ____	Contact responsible ROC/Region and request a status briefing on situation.
3. ____	Contact supporting Branch personnel (if known). Jointly determine if there are any pre-planning or support requirements that can be accomplished prior to deployment.

ERT ACTIONS	
1. ____	Upon arrival, contact the Section Chief to receive initial briefing. Determine:
1A. ____	What are your responsibilities?
1B. ____	What are the FCO Priorities, and have any preliminary Operational Objectives been established?
1C. ____	What recurring deadlines, meetings, or briefings have been established?
1D. ____	How many personnel will be assigned to your Branch, and who are they?
1E. ____	What is your schedule?
2. ____	Meet with and assign responsibilities, duties and schedules to Branch personnel.
3. ____	Visit each ERT element to personally explain the OPeriod Action Planning process.
4. ____	Ensure critical OPeriod Action Planning processes are accomplished; specifically:
4A. ____	Are Action Planning Meetings being conducted each OPeriod?
4B. ____	Is OPeriod Action Planning Meeting attendance limited only to key ERT personnel?
4C. ____	Are all ERT elements familiar with their OPeriod Action Planning responsibilities?
4D. ____	Are Action Planning Worksheets prepared and delivered to ERT elements within one hour of the FCO's announcement of priorities?
4E. ____	Are completed Action Planning Worksheets being collected in a timely manner?
5. ____	Ensure an OPeriod Action Plan is prepared by the designated deadline.
6. ____	Ensure ERT Action Planning Worksheets are being used.
7. ____	Convene a Contingency Planning Meeting.
7A. ____	Determine what plans are required (ERT Relocation, ERT Reconstitution, etc.).
7B. ____	Assign responsibilities and timelines for developing necessary plans.

ERT INFORMATION AND PLANNING SECTION CHECKLIST	
PLANNING SUPPORT BRANCH	BRANCH CHIEF

ERT ACTIONS - <i>continued</i>	
8. ____	Convene an ERT Management Planning Meeting.
8A. ____	Determine if a Transition Plan is required.
8B. ____	Assign responsibilities and timelines for developing a Demobilization Plan and (if required) Transition Plan.
9. ____	Convene an ERT Strategic Planning Meeting.
9A. ____	Determine if a Strategic Plan is needed.
9B. ____	Assign responsibilities and timelines for developing necessary plans or functional elements thereof.
10. ____	Monitor Branch members for signs of stress or fatigue.
11. ____	Meet with other branch chiefs at least once each OPeriod to review mutual support requirements and assess the quality of provided support.
12. ____	Ensure the Section Chief is kept informed about the status of Branch activities.

DEMOBILIZATION ACTIONS	
1. ____	Provide/transfer all original (including electronic) files to the Documentation Branch.
2. ____	Ensure that all equipment issued to the Branch is returned to Logistics or other source.
3. ____	Prepare a report to the Section Chief outlining Branch activities and providing recommendations for improving future Branch or Section operations.

ERT INFORMATION AND PLANNING SECTION CHECKLIST	
PLANNING SUPPORT BRANCH	PLANNING COORDINATOR

PREDEPLOYMENT ACTIONS	
1. ____	Contact Branch Chief and determine if you need to take any special actions, such as:
1A. ____	Do you need to bring or arrange for delivery of any specialized equipment, supplies, or literature?
1B. ____	Do you require any special immunizations?
1C. ____	Do you need to bring any special clothing or personal supplies (bug spray, etc.)?
1D. ____	Do you need to contact anyone else for a status briefing prior to departure?

ERT ACTIONS	
1. ____	Upon arrival, contact the Branch Chief to receive initial briefing. Determine:
1A. ____	What are your responsibilities?
1B. ____	Have FCO Priorities been established?
1C. ____	What daily, OPeriod, or recurring deadlines have been established?
1D. ____	How many other Planning Coordinators will be assigned to the Branch?
2. ____	Advise the Branch Chief of any known but unmet requirements.
3. ____	Schedule and facilitate necessary planning meetings.
3A. ____	OPeriod Action Planning Meeting (held daily or each OPeriod).
3B. ____	Contingency Planning Meeting (as soon as practical; follow-on meetings TBD).
3C. ____	ERT Management Planning Meeting (as soon as practical; follow-on meetings if or as required).
3D. ____	ERT Strategic Planning Meeting (as soon as practical; follow-on meetings TBD).
4. ____	Prepare (and update each OPeriod) an FCO Priorities and ERT Operational Objectives display and post to SITROOM and other designated locations.
5. ____	Frequently consult Planning Specialist(s) to ensure you are providing effective support.
6. ____	Ensure that any received information (e.g., from ERT Action Planning Worksheets, meeting notes, etc.) that may affect <i>current</i> operations is <i>immediately</i> provided to the Information Coordinator.

DEMOBILIZATION ACTIONS	
1. ____	Provide/transfer all original (including electronic) files to the Documentation Branch.
2. ____	Prepare a report to the Branch Chief outlining your activities and providing recommendations for improving Branch or Section operations.
3. ____	Provide a final status briefing to Branch Chief.

ERT INFORMATION AND PLANNING SECTION CHECKLIST	
PLANNING SUPPORT BRANCH	<i>PLANNING SPECIALIST</i>

PREDEPLOYMENT ACTIONS	
1. ____	Contact Branch Chief and determine if you need to take any special actions, such as:
1A. ____	Do you need to bring or arrange for delivery of any specialized equipment, supplies, or literature?
1B. ____	Do you require any special immunizations?
1C. ____	Do you need to bring any special clothing or personal supplies (bug spray, etc.)?
1D. ____	Do you need to contact anyone else for a status briefing prior to departure?

ERT ACTIONS	
1. ____	Upon arrival, contact the Branch Chief to receive initial briefing. Determine:
1A. ____	What are your responsibilities?
1B. ____	Have FCO Priorities been established?
1C. ____	What daily, OPeriod, or recurring deadlines have been established?
1D. ____	How many other Planning Specialists will be assigned to the Branch?
2. ____	Advise the Branch Chief of any known but unmet requirements.
3. ____	Obtain and review all Situation Reports (Region, State, OFA) concerning disaster.
4. ____	Identify key information requirements or gaps and advise the Situation Status Branch Information Coordinator.
5. ____	Review and analyze all completed Action Planning Worksheets.
5A. ____	Ensure objectives support the designated FCO priorities.
5B. ____	Identify any conflicting or overlapping tasks to Planning Coordinator, who will coordinate resolution.
5C. ____	Determine if any "Factors that may Impact Success" are critical issues (i.e., will or may prevent accomplishment of Operational Objective).
6. ____	Compile Action Plan from analyzed Action Planning Worksheet extracts; submit to Branch Chief.
7. ____	Provide Contingency Planning support.
7A. ____	Attend Contingency Planning Meeting(s).
7B. ____	Review functional inputs from ERT elements.
7C. ____	Prepare necessary Contingency Plan(s) and circulate for coordination and approval.
7D. ____	Re-analyze and revalidate Contingency Plan(s) on a regular basis.

ERT INFORMATION AND PLANNING SECTION CHECKLIST	
PLANNING SUPPORT BRANCH	PLANNING SPECIALIST

ERT ACTIONS - <i>continued</i>	
8. ____	Provide Transition Planning support (as required).
8A. ____	Attend Transition Planning Meeting(s).
8B. ____	Review functional inputs from ERT elements.
8C. ____	Prepare Transition Plan and circulate for coordination and approval.
8D. ____	Re-analyze and revalidate Transition Plan on a regular basis.
9. ____	Provide Demobilization Planning support.
9A. ____	Attend Demobilization Planning Meeting(s).
9B. ____	Review functional inputs from ERT elements.
9C. ____	Prepare Demobilization Plan and circulate for coordination and approval.
9D. ____	Re-analyze and revalidate Demobilization Plan on a regular basis.
10. ____	Provide ERT Strategic Planning support.
10A. ____	Attend Strategic Planning Meeting(s).
10B. ____	Review functional inputs from ERT elements.
10C. ____	Prepare necessary ERT Strategic Plan and circulate for coordination and approval.
10D. ____	Re-analyze and revalidate ERT Strategic Plan on a regular basis.
11. ____	Ensure that any received information (e.g., from Action Planning Worksheets, meeting notes, etc.) that may affect <i>current</i> operations is <i>immediately</i> provided to the Information Coordinator.
12. ____	Meet with Planning Coordinators (and other Planning Specialists) at least once each OPeriod to resynchronize efforts, activities, and priorities.
13. ____	Ensure the Branch Chief is kept informed about the status of planning activities.

DEMOBILIZATION ACTIONS	
1. ____	Provide/transfer all original (including electronic) files to the Documentation Branch.
2. ____	Prepare a report to the Branch Chief outlining your activities and providing recommendations for improving Branch or Section operations.
3. ____	Provide a final status briefing to Branch Chief.

ERT INFORMATION AND PLANNING SECTION CHECKLIST	
DOCUMENTATION BRANCH	<i>BRANCH CHIEF</i>

PREDEPLOYMENT ACTIONS	
1. ____	Contact Section Chief and determine if you need to take any special actions, such as:
1A. ____	Do you need to bring or arrange for delivery of any specialized equipment, supplies, or literature?
1B. ____	Do you require any special immunizations?
1C. ____	Do you need to bring any special clothing or personal supplies (bug spray, etc.)?
2. ____	Contact responsible ROC/Region and request a status briefing on situation.
3. ____	Obtain copies of all available event-relative reports (Region, State, OFA, local).
4. ____	Contact supporting Branch personnel (if known). Jointly determine if there are any documentation support requirements that can be accomplished prior to deployment.
5. ____	Determine if a Section Kit will be available upon arrival. If in doubt, bring copies of products and product templates on diskette or loaded on laptop computer.

ERT ACTIONS	
1. ____	Upon arrival, contact the Section Chief to receive initial briefing. Determine:
1A. ____	What are your responsibilities?
1B. ____	What are the Section Chief's and FCO Priorities?
1C. ____	What recurring deadlines, meetings, or briefings have been established?
1D. ____	How many personnel will be assigned to your Branch, and who are they?
1E. ____	What is the target date to have an operational DFO?
1F. ____	Is a Section Kit available, and, if not, can one be ordered?
1G. ____	What is your schedule?
2. ____	Meet with and assign responsibilities, duties, and schedules to Branch personnel.
3. ____	Obtain and review copies of all event-relative reports (Region, State, OFA, local).
4. ____	Closely monitor and facilitate the delivery and installation of needed equipment (computers, printers, etc.).
5. ____	Review and monitor the checklists of each Branch position to ensure designated personnel are performing or accomplishing their assigned actions.
6. ____	Poll other branch chiefs to determine if additional clerical help is required. If so, notify Section Chief.
7. ____	Poll other ERT sections/elements to determine if reporting assistance is needed. If justified, consider requesting and detailing a reports specialist.
8. ____	Contact the Records Liaison Officer in Administration Section and request that one or more Clerical Specialists be designated as "File Custodians." Ensure designees receive any required training.

ERT INFORMATION AND PLANNING SECTION CHECKLIST	
DOCUMENTATION BRANCH	<i>BRANCH CHIEF</i>

ERT ACTIONS - <i>continued</i>	
9. ____	Ensure information is provided to the Branch in a timely manner.
10. ____	Meet with Branch personnel on regular basis to assess activities and identify opportunities for improvement.
11. ____	Monitor Branch members for signs of stress or fatigue.
12. ____	Meet with other branch chiefs at least once each OPeriod to review mutual support requirements and assess the quality of provided support.
13. ____	Ensure the Section Chief is kept informed about the status of Branch activities.

DEMOBILIZATION ACTIONS	
1. ____	Review Section-relative After-Action Report issues and make recommendations to final report.
2. ____	Ensure that all equipment issued to the Branch is returned to Logistics or other source.
3. ____	Ensure that all records are properly disposed of.
4. ____	Prepare a report to the Section Chief outlining Branch activities and providing recommendations for improving future Branch or Section operations.

ERT INFORMATION AND PLANNING SECTION CHECKLIST	
DOCUMENTATION BRANCH	<i>REPORTS SPECIALIST</i>

PREDEPLOYMENT ACTIONS	
1. ____	Contact Branch Chief and determine if you need to take any special actions, such as:
1A. ____	Do you need to bring or arrange for delivery of any specialized equipment, supplies, or literature?
1B. ____	Do you require any special immunizations?
1C. ____	Do you need to bring any special clothing or personal supplies (bug spray, etc.)?
1D. ____	Do you need to contact anyone else for a status briefing prior to departure?

ERT ACTIONS	
1. ____	Upon arrival, contact the Branch Chief to receive initial briefing. Determine:
1A. ____	What are your responsibilities?
1B. ____	What is the target date to have an operational DFO?
1C. ____	What daily, OPeriod, or other recurring deadlines have been established?
1D. ____	How many other Reports Specialists will be assigned to the Branch?
1E. ____	Is production equipment (computers and printers) available?
2. ____	Advise the Branch Chief of any known but unmet requirements.
3. ____	Prepare a Disaster Fact Sheet. Update as significant changes occur or at least once a week.
4. ____	When the FCO pronounces the DFO operational:
4A. ____	Immediately submit an Initial Operating Report.
4B. ____	Assume SITREP reporting responsibility from the Region. Obtain copies of all Region SITREPs and receive briefing on status of open items.
4C. ____	Develop a SITREP production schedule.
5. ____	Each OPeriod, prepare a draft SITREP by the designated time.
6. ____	Meet with Information Coordinator and Planning Coordinator at least daily to outline information requirements and identify problems.
7. ____	Prepare other ad hoc reports as required/requested.
8. ____	If detailed to provide reporting support to another ERT section or element:
8A. ____	Provide the requested report development and preparation assistance.
8B. ____	Keep the Information and Planning Section informed.
8C. ____	Notify the Documentation Branch Chief if you are not being used as a Reports Specialist, or of any other problems relating to the detail.

ERT INFORMATION AND PLANNING SECTION CHECKLIST

DOCUMENTATION BRANCH

REPORTS SPECIALIST

ERT ACTIONS - *continued*

9. ____	Ensure conflicting, anomalous, or incomplete information is <i>immediately</i> brought to the attention of the Information Coordinator.
10. ____	Ensure that any received information that may affect <i>current</i> operations is <i>immediately</i> provided to the Information Coordinator.
11. ____	Provide other assistance as directed by the Branch Chief.
12. ____	Ensure the Branch Chief is kept informed about the status of Branch activities.

DEMOBILIZATION ACTIONS

1. ____	Provide/transfer all original (including electronic) files to the Clerical Specialist or Documentation Specialist.
2. ____	Prepare and submit final SITREP.
3. ____	Prepare a report to the Branch Chief outlining your activities and providing recommendations for improving Branch or Section operations.

ERT INFORMATION AND PLANNING SECTION CHECKLIST	
DOCUMENTATION BRANCH	<i>BRIEFING SUPPORT SPECIALIST</i>

PREDEPLOYMENT ACTIONS	
1. ____	Contact Branch Chief and determine if you need to take any special actions, such as:
1A. ____	Do you need to bring or arrange for delivery of any specialized equipment, supplies, or literature?
1B. ____	Do you require any special immunizations?
1C. ____	Do you need to bring any special clothing or personal supplies (bug spray, etc.)?
1D. ____	Do you need to contact anyone else for a status briefing prior to departure?

ERT ACTIONS	
1. ____	Upon arrival, contact the Branch Chief to receive initial briefing. Determine:
1A. ____	What are your responsibilities?
1B. ____	What daily, OPeriod, or other recurring deadlines have been established?
1C. ____	What are your product-support priorities?
2. ____	Advise the Branch Chief of any known but unmet requirements.
3. ____	Prepare (or help prepare) the following briefings, as required:
3A. ____	Situation Briefing
3B. ____	Objective Status Briefing (Planning Support Branch is responsible for preparation)
3C. ____	Executive and/or Special Briefing(s)
4. ____	Prepare (and update daily) a master ERT Briefing Book. If multiple copies are needed to support visitors or other requirements, notify the Clerical Specialist.
5. ____	Be prepared to develop Talking Points to support briefings. Ensure Talking Points have been coordinated with functionally responsible ERT elements.
6. ____	Ensure that any received information that may affect <i>current</i> operations is <i>immediately</i> provided to the Information Coordinator.
7. ____	Provide technical expertise to other ERT staff, as required.

DEMOBILIZATION ACTIONS	
1. ____	Provide copies of all products to the Clerical Specialist.
2. ____	Prepare a report to the Branch Chief outlining your activities and providing recommendations for improving Branch or Section operations.
3. ____	Provide a final status briefing to Branch Chief.

ERT INFORMATION AND PLANNING SECTION CHECKLIST	
DOCUMENTATION BRANCH	DOCUMENTATION SPECIALIST

PREDEPLOYMENT ACTIONS	
1. ____	Contact Branch Chief and determine if you need to take any special actions, such as:
1A. ____	Do you need to bring or arrange for delivery of any specialized equipment, supplies, or literature?
1B. ____	Do you require any special immunizations?
1C. ____	Do you need to bring any special clothing or personal supplies (bug spray, etc.)?
1D. ____	Do you need to contact anyone else for a status briefing prior to departure?

ERT ACTIONS	
1. ____	Upon arrival, contact the Branch Chief to receive initial briefing. Determine:
1A. ____	What are your responsibilities?
1B. ____	What are your priorities?
1C. ____	What daily, OPeriod, or other recurring deadlines have been established?
2. ____	Advise the Branch Chief of any known but unmet requirements.
3. ____	Develop and maintain the following products, as required:
3A. ____	Response Chronology.
3B. ____	After-Action Report.
3C. ____	ERT Briefing Books.
4. ____	Assist the Clerical Specialist with the development and maintenance of an effective records management program.
5. ____	Serve as Section recorder at staff and planning meetings and briefings.
6. ____	Provide other assistance as directed by the Branch Chief.
7. ____	Ensure the Branch Chief is kept informed about the status of Branch activities.

DEMOBILIZATION ACTIONS	
1. ____	Provide/transfer all original (including electronic) files to the Documentation Branch.
2. ____	Complete the After-Action Report and provide to Branch Chief.
3. ____	Prepare a report to the Branch Chief outlining your activities and providing recommendations for improving Branch or Section operations.

ERT INFORMATION AND PLANNING SECTION CHECKLIST	
DOCUMENTATION BRANCH	CLERICAL SPECIALIST

PREDEPLOYMENT ACTIONS	
1. ____	Contact Branch Chief and determine if you need to take any special actions, such as:
1A. ____	Do you need to bring or arrange for delivery of any specialized equipment, supplies, or literature?
1B. ____	Do you require any special immunizations?
1C. ____	Do you need to bring any special clothing or personal supplies (bug spray, etc.)?
1D. ____	Do you need to contact anyone else for a status briefing prior to departure?

ERT ACTIONS	
1. ____	Upon arrival, contact the Branch Chief to receive initial briefing. Determine:
1A. ____	What are your responsibilities?
1B. ____	What daily, OPeriod, or recurring deadlines have been established?
1C. ____	How many other Clerical Specialists will be assigned to the Branch, or Section?
2. ____	Advise the Branch Chief of any known but unmet requirements (e.g., high-speed copier).
3. ____	Immediately establish and publicize a responsive Section filing plan.
4. ____	Maintain historical and operational files and records.
5. ____	Establish and publicize a Section and ERT distribution plan.
6. ____	Assemble, duplicate, collate, and distribute final copies of Section products.
7. ____	Develop and establish a schedule for routine, recurring activities, such as supply runs, overnight mail deadlines, external distribution runs, routine copy runs, etc.
8. ____	Provide correspondence formatting expertise to Section personnel, as required.
9. ____	Provide word processing expertise to Section personnel, as requested.

DEMOBILIZATION ACTIONS	
1. ____	Pack and ship all original (including electronic) files to the responsible Regional office.
2. ____	Ensure all equipment is returned to the Logistics Section or other original source.
3. ____	Prepare a report to the Branch Chief outlining your activities and providing recommendations for improving Branch or Section operations.
4. ____	Provide a final status briefing to Branch Chief.

ERT INFORMATION AND PLANNING SECTION CHECKLIST	
TECHNICAL SERVICES BRANCH	BRANCH CHIEF

PREDEPLOYMENT ACTIONS	
1. ____	Contact Section Chief and determine if you need to take any special actions, such as:
1A. ____	Do you need to bring or arrange for delivery of any specialized equipment, supplies, or literature?
1B. ____	Do you require any special immunizations?
1C. ____	Do you need to bring any special clothing or personal supplies (bug spray, etc.)?
2. ____	Contact responsible ROC/Region and request a status briefing on situation.
3. ____	Obtain copies of all available event-relative reports (Region, State, OFA, local).
4. ____	Contact supporting Branch personnel (if known). Jointly determine if there are any technical support requirements that can be accomplished prior to deployment.
5. ____	Determine if a GIS Suite or other GIS capability will be available upon arrival. If not, and such a capability appears necessary, contact the Section Chief and request approval of FCO.
6. ____	Pre-alert OFAs of any known potential need for technical specialists.

ERT ACTIONS	
1. ____	Upon arrival, contact the Section Chief to receive initial briefing. Determine:
1A. ____	What are your responsibilities?
1B. ____	What Branch positions will be staffed, and by whom?
1C. ____	What information, products, or briefings are you required to provide?
1D. ____	What daily, OPeriod, or recurring deadlines are you required to meet?
1E. ____	What is your schedule?
2. ____	Advise the Section Chief of any requirements (e.g., GIS Suite, imagery exploitation, etc.).
3. ____	Meet with and assign responsibilities, duties and schedules to Branch personnel.
4. ____	Closely monitor and facilitate the delivery and installation of needed support equipment.
5. ____	Review and monitor the checklists of each Branch position to ensure designated personnel are performing or accomplishing their assigned actions.
6. ____	Advise the Situation Status Branch of any information collection needs.
7. ____	Poll other ERT sections/elements to determine if technical assistance (in the form of GIS, remote sensing, or on-site expertise) is required or desired.
8. ____	Monitor Branch members for signs of stress or fatigue.
9. ____	Meet with other branch chiefs at least once each OPeriod to review mutual support requirements and assess the quality of provided support.
10. ____	Ensure the Section Chief is kept informed about the status of Branch activities.

ERT INFORMATION AND PLANNING SECTION CHECKLIST	
TECHNICAL SERVICES BRANCH	<i>BRANCH CHIEF</i>

DEMOBILIZATION ACTIONS	
1. ____	Provide/transfer all original (including electronic) files to the Documentation Branch.
2. ____	Ensure all imagery originals/film are shipped to the EROS Data Center.
3. ____	Ensure all equipment is returned to originator or signed over to Logistics.
4. ____	Prepare a report to the Section Chief outlining your activities and providing recommendations for improving use of technical specialists.
5. ____	Provide final status briefing to Section Chief.

ERT INFORMATION AND PLANNING SECTION CHECKLIST	
TECHNICAL SERVICES BRANCH	GIS COORDINATOR

PREDEPLOYMENT ACTIONS	
1. ____	Contact Branch Chief and determine if you need to take any special actions, such as:
1A. ____	Do you need to bring or arrange for delivery of any specialized equipment, supplies, or literature?
1B. ____	Do you require any special immunizations?
1C. ____	Do you need to bring any special clothing or personal supplies (bug spray, etc.)?
2. ____	Contact FEMA Mapping and Analysis Center and:
3A. ____	Request electronic copies of all generated GIS products.
3B. ____	Request overnight delivery of E-size copies of operationally useful, low-perishability products.
3C. ____	Request demographic data for affected area (hard copy and/or e-mail, as desired).
3D. ____	Determine availability of GIS Suite. If available, contact Branch Chief and ask that a GIS Suite be requested.

ERT ACTIONS	
1. ____	Upon arrival, contact the Branch Chief to receive initial briefing. Determine:
1A. ____	What are your responsibilities?
1B. ____	What information, products, or briefings are you required to provide?
1C. ____	What daily, OPeriod, or other recurring deadlines are you required to meet?
1D. ____	Is a GIS Suite available? En route? If no, is it possible to order a GIS Suite?
1E. ____	How many GIS Specialists have been requested?
1F. ____	What is your schedule?
2. ____	Advise the Branch Chief of any requirements (e.g., staffing, GIS Suite, etc.).
3. ____	Meet with and assign responsibilities, duties, and schedules to GIS Specialist(s).
4. ____	Advise the Situation Status Branch of any information collection needs.
5. ____	Ensure any received information is immediately provided to the Information Coordinator.
6. ____	Establish a system for accepting and tracking GIS product requests.
7. ____	Coordinate/deconflict production schedule/plan with FEMA Mapping and Analysis Center.
8. ____	Visit ERT elements and explain GIS support capabilities and potential uses.
9. ____	Ensure GIS displays in SITROOM are kept up-to-date.
10. ____	Meet frequently with Documentation and Planning Support Branch Chiefs to ensure they are receiving effective GIS support.

ERT INFORMATION AND PLANNING SECTION CHECKLIST	
TECHNICAL SERVICES BRANCH	GIS COORDINATOR

ERT ACTIONS - <i>continued</i>	
11. ____	If GIS Specialists were provided via contractor augmentation, ensure actions are immediately initiated to replace those personnel with local hires or reservists.
12. ____	Work with Remote Sensing Coordinator (if position activated) to identify mutual support requirements.
13. ____	Contact GIS counterparts at State or OFA levels. Determine mutual support capabilities.
14. ____	Keep Branch Chief apprised of GIS activities, progress, and problems.

DEMOBILIZATION ACTIONS	
1. ____	Provide/transfer all original (including electronic) files to the Documentation Branch.
2. ____	Arrange for return of GIS Suite to the Disaster Information Systems Clearinghouse (DISC).
3. ____	Ensure all purchased equipment is returned to the network manager or Region.
4. ____	Ensure any rented GIS or support equipment is returned to originator.
5. ____	Ensure Comptroller has sufficient information to close out any contracts.
6. ____	Prepare a report to the Branch Chief outlining your activities and providing recommendations for improving use of GIS products and services.

ERT INFORMATION AND PLANNING SECTION CHECKLIST	
TECHNICAL SERVICES BRANCH	GIS SPECIALIST

PREDEPLOYMENT ACTIONS	
1. ____	Contact GIS Coordinator or Branch Chief and determine if you need to take any special actions, such as:
1A. ____	Do you need to bring or arrange for delivery of any specialized equipment, supplies, or literature?
1B. ____	Do you require any special immunizations?
1C. ____	Do you need to bring any special clothing or personal supplies (bug spray, etc.)?

ERT ACTIONS	
1. ____	Upon arrival, contact the GIS Coordinator (or Branch Chief) to receive initial briefing. Determine:
1A. ____	What are your responsibilities?
1B. ____	What information, products, or briefings are you required to provide?
1C. ____	What daily, OPeriod, or recurring deadlines are you required to meet?
1D. ____	What is your schedule?
2. ____	Advise the GIS Coordinator or Branch Chief of any requirements.
3. ____	Prepare/develop GIS products as requested.
4. ____	If contractors, train replacement personnel.

DEMOBILIZATION ACTIONS	
1. ____	Provide/transfer all original (including electronic) files to the Documentation Branch.
2. ____	Return all equipment or supplies to the GIS Coordinator or Branch Chief.
3. ____	Prepare a report to the Branch Chief outlining your activities and providing recommendations for improving use of GIS products and services.

ERT INFORMATION AND PLANNING SECTION CHECKLIST	
TECHNICAL SERVICES BRANCH	REMOTE SENSING COORDINATOR

PREDEPLOYMENT ACTIONS	
1. ____	Contact Branch Chief and determine if you need to take any special actions, such as:
1A. ____	Do you need to bring or arrange for delivery of any specialized equipment, supplies, or literature?
1B. ____	Do you require any special immunizations?
1C. ____	Do you need to bring any special clothing or personal supplies (bug spray, etc.)?
2. ____	If you do not already have a copy, obtain and review FEMA 9321.1-PR, Remote Sensing Standard Operating Procedures.
3. ____	Contact the Regional Remote Sensing Coordinator to determine what, if any, remote sensing activities have been initiated.

ERT ACTIONS	
1. ____	Upon arrival, contact the Branch Chief to receive initial briefing. Determine:
1A. ____	What are your responsibilities?
1B. ____	What information or products are you required to provide, and to whom?
1C. ____	What deadlines are you required to meet?
1D. ____	What is your schedule?
2. ____	Advise the Branch Chief of any requirements (e.g., exploitation support, etc.).
3. ____	Consult with GIS Coordinator to determine mutual support capabilities or requirements.
4. ____	Advise the Situation Status Branch of any information collection needs.
5. ____	Contact the Operations Section Chief and determine if any ESFs have initiated remote sensing activities using their own resources or through their own authorities.
6. ____	Poll the ERT to determine if any elements need remote sensing support.
7. ____	Refer to and follow the procedures outlined in the Remote Sensing SOP.
8. ____	Keep the Branch Chief apprised of progress and/or problems..

DEMOBILIZATION ACTIONS	
1. ____	Provide/transfer all original (including electronic) files to the Documentation Branch.
2. ____	Ship all original film or negatives to the EROS Data Center (see Remote Sensing SOP).
3. ____	Prepare a report to the Branch Chief outlining your activities and providing recommendations for improving use of remote sensing.
4. ____	Provide a final remote sensing status briefing to Branch (and/or Section) Chief.

ERT INFORMATION AND PLANNING SECTION CHECKLIST	
TECHNICAL SERVICES BRANCH	<i>TECHNICAL SPECIALIST</i>

PREDEPLOYMENT ACTIONS	
1. ____	Contact Branch Chief and determine if you need to take any special actions, such as:
1A. ____	Do you need to bring or arrange for delivery of any specialized equipment, supplies, or literature?
1B. ____	Do you require any special immunizations?
1C. ____	Do you need to bring any special clothing or personal supplies (bug spray, etc.)?
2. ____	Pre-alert potential support agencies, organizations, and/or personnel that you will be deploying, and that you may be requesting their subsequent support.

ERT ACTIONS	
1. ____	Upon arrival, contact the Branch Chief to receive initial briefing. Determine:
1A. ____	What are your responsibilities?
1B. ____	What information, products, or briefings are you required to provide?
1C. ____	What daily, OPeriod, or recurring deadlines are you required to meet?
1D. ____	What is your schedule?
2. ____	Advise the Branch Chief of any requirements (e.g., transportation, etc.).
3. ____	Consult with GIS Coordinator to determine mutual support capabilities or requirements.
4. ____	Advise the Situation Status Branch of any information collection needs.
5. ____	Ensure any received information is immediately provided to the Information Coordinator.
6. ____	Notify the Planning Support Branch of any information that may impact action or strategic planning.
7. ____	Be prepared to develop background or position papers on your area of technical expertise.
8. ____	Maintain communication with parent agency or other supporting agencies/organizations.

DEMOBILIZATION ACTIONS	
1. ____	Provide/transfer all original (including electronic) files to the Documentation Branch.
2. ____	Prepare a report to the Section Chief outlining your activities and providing recommendations for improving use of technical specialists.
3. ____	Provide final status briefing to Branch (and/or Section) Chief.